



CITY OF CAMBRIDGE

Guide to City Offices, Permitting and Licensing, Departments, Agencies and Resources

For additional permitting and
licensing information see
contacts on reverse side.

The City of Cambridge does not
discriminate on the basis of race,
color, gender, sexual orientation,
religion or country of origin. The
City will provide auxiliary aids
and services, written materials in
alternative formats, and reasonable
modifications in policies and
procedures to qualified individuals
with disabilities upon request.

Prepared by the
Cambridge Community
Development Department

Winter 2005



250 Fresh Pond Parkway

Water Department
Electrical Department

491 Broadway

Emergency Communications
Fire Department Headquarters*

51 Inman Street
Coffon Building

Community Legal Services &
Counseling Center
Election Commission
Human Rights Commission
Human Services*
- Child Care
- Community Schools
- Commission for Persons with Disabilities*
- Elderly Services
(Located: 806 Mass Ave - Senior Center)
- Fuel Assistance
- Kids Council
- Multiservice Center (Located: 19 Brookline St.)
- Recreation*
- Youth Programs
Peace Commission
Veterans' Services
Women's Commission
Workforce Development Program

147 Hampshire Street

Emergency Management
Public Works*
- Building Maintenance
- Construction
- Engineering
- Parks
- Recycling
- Sanitation
- Sewer
- Urban Forestry
- Vehicle Maintenance

831 Massachusetts Avenue
Lombardi Building

Board of Zoning Appeal*
Consumers' Council
Historical Commission*
Inspectional Services*
- Building Inspection
- Health & Sanitation
- Housing Inspection
- Plumbing & Gas Inspection
- Wiring Inspection
License Commission*
- Hackney Office
- Pole & Conduit Commission

Management Information Systems (MIS)
Police Review Board
Weights & Measures

806 Massachusetts Avenue
Senior Center

Elder Services

795 Massachusetts Avenue
Cambridge City Hall

Affirmative Action	Finance
Assessor	Law
Auditing	Mayor
Budget	Personnel
City Clerk*	Printing
City Council	Purchasing
City Manager*	Treasurer

19 Brookline Street

Community Learning Center
Multi Service Center

5 Western Avenue

Police Department Headquarters*
(for permits go to Record Room - 3rd flr.)

344 Broadway
McCusker Center
City Hall Annex

Animal Commission*
Arts Council*
Community Development*
- Block Grant Management
- Community Planning
(Urban Design, Planning,
Zoning, Data Management)
- Economic Development
- Environmental & Transportation
- Housing
- Lead Safe Cambridge
- Planning Board
Conservation Commission*
Traffic, Parking & Transportation*

119 Windsor Street

Public Health Department*
- Biosafety Committee
(Recombinant DNA)
- Environmental Health Unit
- Flu Clinic
- Health Information Unit
- Health of the City
- Laboratory Animal
Commission
- Public Health Nursing

* This department is involved in the permitting or licensing process.

Permit & License Contacts

Please check with individual departments for specific permitting hours.

Animal Commission (AC)
344 Broadway, 1st Floor
Mon 7:30am - 6:30pm, Tues-Thurs 8:30am - 5:00pm
Fri 7:30am - 12:00 noon, Sat & Sun - Emergencies Only
Mark McCabe
Ph 349-4376 Fx 349-4669 TTY 492-0235
<http://www.cambridgema.gov/dept/animal.html>

Arts Council (ArtC)
344 Broadway, 2nd floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Jane Beal Elizabeth White Fx 349-4669
Ph 349-4381 or 349-4385 TTY 492-0235
<http://www.cambridgema.gov/-CAC/>

City Clerk (CC)
City Hall, 795 Massachusetts Avenue, 1st Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Mary Beth Cosgrove*
Ph 349-4260 Fx 349-4269 TTY 349-4242
<http://www.cambridgema.gov/-CityClrk/>

City Manager's Office (CMO)
City Hall, 795 Massachusetts Avenue, 1st Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Diane Squires*
Ph 349-4300 Fx 349-4307 TTY 349-4242
<http://www.cambridgema.gov/cmanager.cfm>

Community Development (CDD)
344 Broadway, 3rd Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Lester Barber Liza Paden
Ph 349-4600 Fx 349-4669 TTY 349-4621
<http://www.cambridge.gov-CDD/>

Conservation Commission (CoCo)
344 Broadway, 4R Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Jennifer Wright*
Ph 349-4680 Fx 349-4669 TTY 349-4621
<http://www.cambridgema.gov/-CCC/>

Commission for Persons w/Disabilities (DC)
51 Inman Street, 2nd Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Michael Muehe*
Ph 349-4692 Fx 349-4766 TTY 492-0235
<http://www.cambridgema.gov/DHSP2/disabilities.cfm>

Electrical Department (ED)
250 Fresh Pond Parkway
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
George Fernandes Stephen Lenkauskas
Ph 349-4925 Fx 349-4913 TTY 492-0235
<http://www.cambridgema.gov/dept/electrical.html>

Fire Department Headquarters (FD)
491 Broadway
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Lieutenant Robert Paone*
Ph 349-4968 Fx 349-4912 TTY 499-9924
<http://www.cambridgema.gov/-CFD/>

Historical Commission (HC)
831 Mass Ave, 2nd Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Sarah Burks Sally Zimmerman
Ph 349-4683 Fx 349-3116 TTY 349-6112
<http://www.cambridgema.gov/-Historic/>

Inspectional Services Department (ISD)
831 Mass Ave, 1st Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Department Clerk*
Ph 349-6100 Fx 349-6132 TTY 349-6112
Department Clerk (General Information)
8:00am - 5:00pm - best time to contact
Inspectors (Specific Permit Information)
8:00am - 9:30am, 3:30pm - 4:30pm - best time to contact
Robin Cassidy (Housing Complaints) Ph 349-6118
8:30am - 5:00pm - best time to contact

<http://www.cambridge.gov/-Inspect/>
License Commission (LC)
831 Mass Ave, 1st Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Ellen Watson*
Ph 349-6140 Fx 349-6148 TTY 349-6112
<http://www.cambridge.gov/-License/>

Police Department (PD)
5 Western Avenue
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon *Capt. Richard Bongiorno*
Ph 349-3214 Fx 349-3234 TTY 655-1462
<http://www.cambridgema.gov/-CPD/>

Public Health - Cambridge Health Alliance (PH)
119 Windsor Street
Mon - Fri 8:30 am - 5:00 pm *Sam Lipson*
Ph 665-3800 Fx 665-3888 TTY 665-1462
<http://www.cambridgepublichealth.org/>

Public Works (PW)
147 Hampshire Street
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Tim Magliozzi Annette Rodibaugh
Ph 349-4833 Fx 349-4814 TTY 349-4805
<http://www.cambridgema.gov/TheWorks/>

Recreation (RC)
51 Inman Street, 3rd Floor
Walk in Hours: Mon & Wed 1:00pm - 3:00pm,
Fri 10:00am - 12 noon *Kevin Clark by appt only*
Ph 349-6238 Fx 349-4767 TTY 492-0235
<http://www.cambridgema.gov/DHSP2/recreation.cfm>

Traffic, Parking & Transportation (TPT)
344 Broadway, 1st Floor
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Ph 349.4700 Fax 349.4747 TTY 349.4621
Stephen La Rosa
Ph 349.4721 or 349-4714 Fax 349.4747
<http://www.cambridgema.gov/-Traffic/>

Water Department (WD)
250 Fresh Pond Parkway
Mon 8:30am - 8:00pm, Tues-Thurs 8:30am - 5:00pm
Fri 8:30am - 12:00 noon
Ph 349.4770 Fax 349.4796 TTY 492.0235
Cassandra Koutalidis Ph 349.4782
Innocent Lugumamu Ph 349.4137
Ed Santa Maria Ph 349.4786
Jean Rogers Ph 349.4793
<http://www.cambridgema.gov/CWD/>

Permits & Licenses

(XYZ) Indicates the department which initiates a specific permitting process.

* Check contacts for specific person to speak with or see when inquiring.

Alcohol License, Peddler/Vendor One-Day License, (LC)
Alcohol License, Package Store (LC)
Antique Store License (LC)
Asbestos Removal License (ISD)
Athletics Permit (RC)
Auctioneer License (LC)
Auction Sale, One-Day License (LC)

Block Party (TPT)
Builder Licensing (ISD)
Building Permit (ISD)
Burial Permit (PH)
Business Certificate (CC)

Carnival/ Festival License (LC)
Certificate of Appropriateness,
Non- applicability or Hardship (HC)
Certificate of Inspection (ISD)
Certificate of Occupancy (ISD)
Christmas Trees/Seasonal Decorations (LC & FD)
Commercial Parking Permit (TPT)
Common Victualer License (LC)
Construction Water Use (WD)
Cross Connection Device (WD)
Curb Cut (ISD)
Cutting, Burning or Welding Permit (FD)

Demolition Permit (ISD)
Development Consultation (CDD)
Dewatering Permit (PW)
Disabled Parking Temporary Permit (DC)
Discharge Permit, Temporary (PW)
Disposal Permit (ISD)
Dog License (AC)
Dumpsters (TPT)

Entertainment License, Annual, One Day (LC)
Excavation Permit (PW)

Fire Alarm Connection Permit (ED)
Fire Protection Equipment (FD)
Fire Pump Test (WD)
Firearm Identification Card (PD)
Firearms, License to Carry (PD)
Flammable Liquids, Solids & Gas Permits (FD)
Food Handlers Permits, Annual & Temp (ISD)
Fresh Pond Reservation Use (WD)
Fuel Storage Tank, Above & Underground (FD)
Funeral Director License (PH)

Garage & Gasoline License (LC)
Gas Permit (ISD)

Hackney License/ Medallion Owner (LC)
Hydrant Flow Test (WD)
Hydrant Rental (WD)

Innholders License (LC)

Jitney Permit (LC)

Laboratory Animal Permit (PH)
Letting of Motor Vehicle License (LC)
Liquid Propane Permit (FD)
Livery/Limousine License (LC)
Lodging House License (LC)

Manufacture Frozen Desserts and/or Ice Cream Mix (ISD)
Massage Therapy License (PH)
Milk License (ISD)
Moving Van Permit (TPT)

News Rack Compliance Certificate (PW)
Non-Commercial Parking Space Registration (TPT)

Oil Burning Equipment Permit (FD)
Open Air Parking License (LC)

Package Goods Store License (LC)
Palm Reader License (LC)
Parks & Public Areas Permit (PW)
Pawnbrokers License (LC)
Peddlers License Clearance (PD)
Peddler/ Vendor License Annual & One Day (LC)
Plumbing Permit (ISD)
Pole & Conduit (LC)
Police Detail (PD)
Portable Space Heating Devices Permit, Temporary, (FD)

Raffle & Bazaar License (LC)
Recombinant DNA Users Permit (PH)
Resident Parking Permit (TPT)

Salamanders License (FD)
Second Hand Goods Store License (LC)
Sidewalk Obstruction Permit (PW)
Signs & Banners, Non-Projecting (CC)
Signs & Banners, Projecting (ISD)
Smoke Detector Compliance (FD)
Special Events (CMO)
Special Permit, Board of Zoning Appeals (ISD)
Special Permit, Planning Board (CDD)
Sprinkler Installation Permit (ISD)
Standpipes & Fire Protective Appliances Installation (ISD)
Store Opening Permit Holiday (PD)
Street Closing Permit (TPT)
Street Performers Permit (ArtC)
Sunday Work Permit (PD)
Swimming Pool Permit (ISD)

Tank Trucks Permit (FD)
Tar Kettle Permit (FD)
Tent Permit (ISD)
Tobacco Sales Permit (ISD)
Tool Truck (TPT)
Torches & Heat Producing Devices Permit (FD)

Used Car Dealer Class I, II, III (LC)
Utility Permit (ED)

Waterworks Construction Permit (WD)
Wetlands Protection Act (CoCo)
Wiring Permit (ISD)

Zoning Variance (ISD)